



# **Community Services Block Grant Reporting Desk Guide**

**Revised: October 2020**



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## General Information

This desk guide provides instructions for completing and submitting the reports required as a condition of your agency's Community Services Block Grant awards. This guide, revised in September 2020, replaces any previous versions of the CSBG Progress Report Desk Guide and any outdated instructions on reporting for all CSBG programs.

### CSBG Program Staff

Contact the program staff assigned to your agency's region for assistance with completing and submitting reports.

#### Baltimore Region

Anne Arundel, Baltimore, and Harford Counties, Baltimore City  
Angela Fraser, [pangela.fraser@maryland.gov](mailto:pangela.fraser@maryland.gov), 301-429-7516

#### Eastern Shore & Western Maryland Regions

Upper, Mid- and Lower Shore Counties; Allegany, Garrett, Carroll, and Washington Counties  
Michelle Bass, [michelle.bass@maryland.gov](mailto:michelle.bass@maryland.gov), 301-429-7510

#### Capital Region

Frederick, Howard, Montgomery, Prince George's, and Southern MD Counties  
Sanam Kalhoro, [sanam.kalhoro-escoto@maryland.gov](mailto:sanam.kalhoro-escoto@maryland.gov), 301-429-7524

## CSBG CARES (CSBG-CV)

Pursuant to the Coronavirus Aid, Relief, and Economic Security (CARES) Act and requirements of the CSBG program, CSBG-CV funds support eligible activities that prevent, prepare for and respond to the coronavirus. A progress report and financial status report must be submitted on a monthly basis. Progress reports should illustrate how your agency utilized CSBG-CV funds to support eligible activities during the reporting period. Financial status reports must **only** show expenditures of CSBG-CV funds during the reporting period.

To minimize administrative burden, the first progress report and financial status report for CSBG-CV funds will cover the period of March 27, 2020 – August 30, 2020 and must be submitted to the Department by September 15, 2020. Subsequent reports must be submitted by the fifteenth of each month until all CSBG-CV funds are expended. The period of performance for CSBG-CV funds is March 27, 2020 through September 30, 2022.

Completed reports must be submitted via the [DHCD Project Portal](#). CSBG-CV reports must be uploaded to your agency's FY20 CSBG-ND award. The name (ID) of this award in the portal begins with **CSBG-ND-2020**.



## CSBG-Discretionary (CSBG-D)

CSBG-D funds support efforts to eliminate poverty, promote self-sufficiency, or to promote community revitalization through asset-building programs; innovative programs that address poverty; and programs that fill documented gaps in service. Progress reports should illustrate how your agency utilized CSBG-D funds to achieve these program goals. Financial status reports must show all expenditures of CSBG-D funds during the reporting period.

For State Fiscal Year 2021 (SFY21), a progress report and financial status report must be submitted on a quarterly basis by the fifteenth of the month following the end of each quarter of the grant term: **October 15, 2020, January 15, 2021, April 15, 2021, and July 15, 2021.**

The final report is due by **July 15, 2021**. The final progress report must describe the completed scope of services, list of accomplishments, any challenges encountered in completing the scope of services, and such other information as may be required by the Department. The final financial status report must summarize total expenditures charged to the CSBG-D award during the reporting period.

Completed reports must be submitted via the [DHCD Project Portal](#). CSBG-D reports must be uploaded to your agency's FY21 CSBG-D award. The name (ID) of this award in the portal begins with **CSBG-D-2021**.

## CSBG-Non-Discretionary (CSBG-ND)

CSBG-ND funds are the annual formula-based allocation distributed to Community Action Agencies to support agency operations. Financial status reports must show monthly expenditures of CSBG-ND funds. Expenditures must align with your agency's approved Community Action Plan and/or approved Budget Modification.

For Federal Fiscal Year 2021 (FFY21), a financial status report must be submitted on a monthly basis by the fifteenth of the month following the end of each month of the grant term (October 1, 2020 – September 30, 2021). The final report is due by **October 15, 2021**.

Completed reports must be submitted via the [DHCD Project Portal](#). CSBG-ND reports must be uploaded to your agency's FY21 CSBG-ND award. The name (ID) of this award in the portal begin with **CSBG-ND-2021**.



## Financial Status Report Form

A financial status report must be completed and submitted with each progress report using the Excel workbook template provided by the Department. The financial status report must show how CSBG funds were utilized during the reporting period.

The financial status report forms for all CSBG programs are provided by the Department in a single Excel workbook. Contact the CSBG program staff for your region to receive a copy of the workbook, if needed.

### Instructions:

- 1- Cells A9-A21 list the cost categories shown in your agency's approved award budget. If a particular cost category is not included in your agency's budget, leave that row blank. If cost categories should be added, please contact DHCD's program staff for assistance. Also note that budget revision requests must be reviewed and approved by the Department's CSBG program staff before adjustments are made to your agency's CSBG award budget.
- 2 - In cell B4, enter your agency's full name.
- 3 - In cell B5, enter your agency's FEIN.
- 4 - In cell E5, select the reporting period covered by this report.
- 5 - In cells B9 - B21, enter the approved budget amounts for each cost category.
- 6 - In cells C9 - C21, enter total actual expenditures for the reporting period.
- 7 - In cells D9 - D21, enter cumulative expenditures (from July 1 to the end of the reporting period) for each cost category.
- 8 - In cells E9 - E21, enter the amount of funds in each cost category that have been obligated as of the end of the reporting period.
- 9 - This report must be reviewed and certified by your agency's fiscal officer and executive director.
- 10 - Submit a PDF copy of this certified report via the DHCD Project Portal. Ensure that the report is uploaded to the correct award record in the portal.



## Report Submission Instructions

Your agency's completed progress report and financial status report forms must be submitted via the DHCD Project Portal. The following instructions will assist you with submitting your reports. Contact the CSBG program staff for your region if you need additional assistance.

### DHCD Project Portal Website

To submit your agency's quarterly reports, you must have a registered user account. For assistance with new user registration, logins, and/or forgotten passwords, please review the training documents for those activities:

- **DHCD Project Portal New User Registration Training (PDF)**  
<https://projectportal.dhcd.state.md.us/Documentation/MDDHCD/NewUserRegistrationTraining.pdf>
- **DHCD Project Portal Login Training (PDF)**  
<https://projectportal.dhcd.state.md.us/Documentation/MDDHCD/LoginTraining.pdf>

### System Compatibility

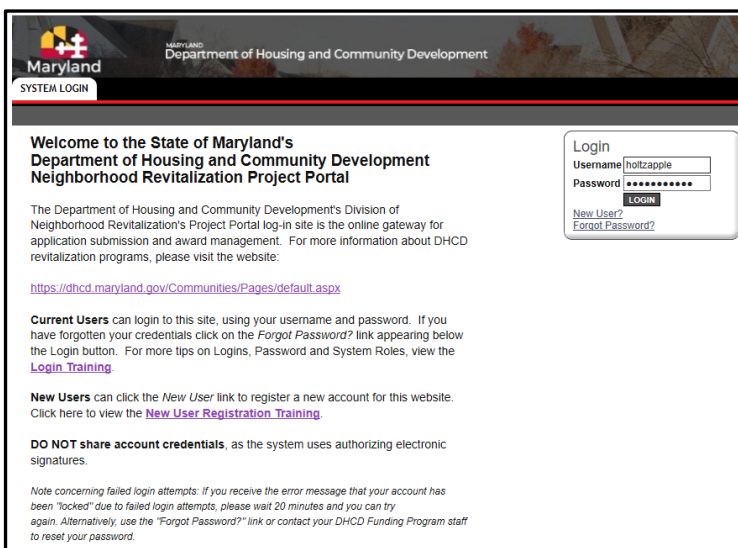
The DHCD Project Portal system is fully supported by the Microsoft Internet Explorer (IE) web browser. **DO NOT** use Google Chrome, Microsoft Edge, or Mozilla Firefox when working in the DHCD Project Portal. These browsers are not fully supported and may cause unexpected errors.

### Creating a New Progress Report Form

Following the execution of the grant agreement, awardees submit their quarterly progress reports through the DHCD Project Portal. These progress report forms will remain available for as long as the award remains active.

#### A. Login to the DHCD Project Portal at <https://projectportal.dhcd.state.md.us>

Refer to the linked training documents and/or contact the DHCD program staff for login assistance.



The screenshot shows the login page for the State of Maryland's Department of Housing and Community Development Neighborhood Revitalization Project Portal. The page has a header with the Maryland logo and the department name. Below the header is a 'SYSTEM LOGIN' button. The main content area includes a welcome message, a brief description of the portal's purpose, and a link to the default page. There are also links for 'Current Users' and 'New Users'. A login form on the right side contains fields for 'Username' (with the example 'holtzapple') and 'Password' (with masked characters), a 'LOGIN' button, and links for 'New User?' and 'Forgot Password?'. A note at the bottom of the page states: 'Note concerning failed login attempts: If you receive the error message that your account has been "locked" due to failed login attempts, please wait 20 minutes and you can try again. Alternatively, use the "Forgot Password?" link or contact your DHCD Funding Program staff to reset your password.'



## B. Use the “My Applications” Search Tab to Access the Award Record

Select the Application Type for the correct award year (e.g. FY2020, FY2021)

You can also select the Status of “CDS – Award Active” to return only those award records that have been made “Active”.

Click the Search button. And then click on the “Name” (ID) link to enter the award record.

**My Applications**  
Use the search functionality below to find a specific Application.

Search Applications

Application Types: **Community Development and Services Application FY2019**

Application Name:

Person:

Status: **Community Development and Services Application: Award Active**

Year:

**SEARCH** **CLEAR**

Export Results to: **Screen** Sort by: **-- Select --** **GO**

Number of Results 3

Document Type	Organization	Name	Current Status	Year
Community Development and Services Application FY2019	<a href="#">The Holtzaple CDS Test Organization</a>	<a href="#">CSBG-D-2019-CDSTO-00011</a>	Award Active	2019
Community Development and Services Application FY2019	<a href="#">The Holtzaple CDS Test Organization</a>	<a href="#">CSBG-ND-2019-CDSTO-00015</a>	Award Active	2019
Community Development and Services Application FY2019	<a href="#">The Holtzaple CDS Test Organization</a>	<a href="#">OAG-TAG-2019-CDSTO-00014</a>	Award Active	2019

1

## C. Go to the “Related Items” Page of the Award Record

On the Award record’s Main page, click on the “**View Related Items**” button to open that section/page. This is the page that contains the links to create new Progress Reports or Requests for Payment.

**Community Development and Services Application FY2020 Menu**

Document Information: [CSBG-ND-2020-CDSTO-00003](#)

[Details](#)

Info	Document Type	Organization	Role	Current Status	Pe Da
	Community Development and Services Application FY2020	<a href="#">The Holtzaple CDS Test Organization</a>	Authorized Official	Award Active	12 N/A

**View, Edit and Complete Forms**  
Select the View Forms button below to view, edit, and complete forms.  
**VIEW FORMS**

**Examine Related Items**  
Select the View Related Items button below to view related items such as Requests for Payment or Progress Reports.  
**VIEW RELATED ITEMS**

This page then stores and displays a listing of created and processed Progress Reports and Requests for Payment. Additionally, this page stores any system messages sent in relation to the application/award workflow. When starting out, this page will be empty; but as records are created, submitted, and approved they will appear here as a list.

## D. Click on the link to “Initiate” a New Progress Report

Click the link to “initiate” a new Progress Report record.

**Related Documents**

Sort search results by: **-- Select --** Filter by Document Type:  **GO**

Document Type	Name	Current Status	Period Date / Date Due	Created By
Community Development and Services RFP	<a href="#">Initiate a Community Development and Services Request for Payment FY2020</a>			
Community Development and Services Progress Report	<a href="#">Initiate a/an Community Development and Services Progress Report FY2020</a>			



Upon successful creation, you will see the new Progress Report record's "Menu" page.


[Back](#)

## Community Development and Services Progress Report Menu

Document Information: [CDS-PR-2020-The Holtzapple CDS Test O-00006](#)

Parent Information: [CSBG-ND-2020-CDSTO-00003](#)


[Details](#)

 **View, Edit and Complete Forms**

Select the **View Forms** button below to view, edit, and complete forms.

**VIEW FORMS**

**NOTE:** The system allows only one Progress Report to be "In Process" at a time. If a Progress Report was previously created but has not yet been submitted or canceled, this error message will appear:

 **Global Errors**

You currently have a Progress Report in process. You will not be able to create or submit a new Progress Report until the current Progress Report is Submitted or Cancelled.

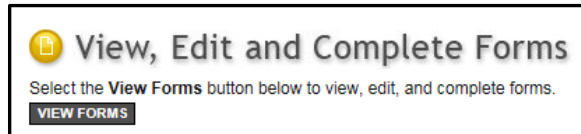
Existing "In Process" Progress Report records can be found and accessed on the "Related Items" page. Locate the existing Report and click on the "Name" (ID) link to resume work. Contact the DHCD program staff for further assistance.

Related Documents						
Sort search results by: <span>-- Select --</span> Filter by Document Type: <input type="text"/> <span>GO</span>						
Document Type	Name	Current Status	Period Date / Date Due	Created By	Last Modified By	
Community Development and Services RFP	<a href="#">Initiate a Community Development and Services Request for Payment FY2020</a>					
Community Development and Services Progress Report	<a href="#">Initiate a/an Community Development and Services Progress Report FY2020</a>					
Community Development and Services Progress Report	<a href="#">CDS-PR-2020-The Holtzapple CDS Test O-00006</a>	Progress Report in Process	N/A - N/A N/A	Dr. Bryan Test-AuthorizedOfficial Jr. 3/25/2020 4:50:50 PM	Dr. Bryan Test-AuthorizedOfficial Jr. 3/25/2020 4:50:50 PM	



## Completing the System's Progress Report Form





**A. Click on the “View Forms” button to open the forms menu**



## B. Progress Report Forms Menu

The Forms Menu includes links to online and print versions of the Progress Report Training, as well as, a link to the system’s progress report form and a link to submit or cancel the report.

Click on the Progress Report page link to enter and fill-out the form.

Forms	
Status	Page Name
Training Materials	
	<a href="#">Progress Report Training</a>
Print Version	
	<a href="#">Print Version (For Your Records)</a>
Progress Report Forms	
	<a href="#">Progress Report Form</a>
	<a href="#">Submit or Cancel the Progress Report</a>

### C. Progress Report Form

This page contains five sections. Fields marked with a red asterisk (\*) are required.

### 1) Current Award Summary

Data in this section includes award funding program type, program/project name, project description, award term, award amount, and the name of DHCD Project Manager assigned to the award.

This information is presented to place context to this Progress Report. Review this information to ensure that you are completing a Progress Report Form for the correct award record.

CURRENT AWARD SUMMARY		
Awardee Legal Name:	The Holtzapple CDS Test Organization	
Awardee Name:	The Holtzapple CDS Test Organization	
Award ID:	CSBG-ND-2020-CDSTO-00003	
Alternate Award ID:	CSBG-001AB	
Award Program Type:	Community Services Block Grant-Non-Discretionary	
Program/Project Name:	Bryan 2020 Test Name 1	
Program/Project Description:	Bryan 2020 Test Description 1.Bryan 2020 Test Description 1.Bryan 2020 Test Description 1.Bryan 2020 Test Description 1.Bryan 2020 Test Description 1.	
Award Term:	Start Date: 1/1/2020	End Date: 12/31/2022
Award Amount:	\$450,000.00	
DHCD Project Manager:	Bryan CDSPMTester	



2) Award Resource Documents

This section includes links to the Award Payment Activity Report, the Most Recent Progress Report, and the Executed Award Agreement; and where applicable, any executed award amendments.

**AWARD RESOURCE DOCUMENTS**  
As you write your Progress Report, you may need to reference the Award Agreement, Exhibits, or Amendments. to view, download, print or save the files.  
Click here to view the complete [AWARD PAYMENT ACTIVITY REPORT](#)  
*Note: This link will not create a report if a Request for Payment has not yet been submitted.*  
Click Here to view the [MOST RECENT PROGRESS REPORT](#)  
Click here to view the [EXECUTED AWARD AGREEMENT](#)  
Where applicable, click the links below to view Amendments to the Award Agreement  
[File Link\(s\)](#) [Executed Date\(s\)](#)

**NOTE:** If no Request for Payment or Progress Report record has been submitted yet, these two links will not work.

3) Progress Report Time Period

In this section, select the “Start” and “End” dates for the Reporting Period. Where applicable, check the box if this report represents the ‘Final Report’ of the award.

**PROGRESS REPORT TIME PERIOD:**  
*Please note: Compliance with program requirements, such as progress reporting, will be considered when reviewing requests for payment.*  
Fill in reporting period beginning and end date for this Progress Report (month and year)  
Reporting Period Start Date: Month: \* Year: \*  
Reporting Period End Date: Month: \* Year: \*  
Check this box if this is your Final Progress Report: ☐

4) Progress Report Uploads and Attachments

In this section, upload the program-specific progress report form, the financial status report form, and any pertinent supplemental documents. Enter file descriptions for each attachment.

- a) In the first upload section, attach the completed program-specific progress report form, as provided by CSBG program staff. Enter a short description of the file.

**PROGRESS REPORT UPLOADS AND ATTACHMENTS**  
Contact your DHCD Project Manager to obtain a copy of the program-specific Progress Report template. Upload the completed template below and provide a short file description, including the reporting period:  

Progress Report Upload	File Description
<input type="text"/> Browse... <input type="checkbox"/> DELETE*	<input type="text"/>
8400665 8068406-01 CorpRes.pdf	Report for Q1*



- b) In the second upload section, attach the financial status report and other supplemental documents in support of this Progress Report. Enter a short description of the file. To upload another file, click the save button. **NOTE:** Uploaded files are limited to a maximum file size of 25 Megabytes (MB) per page save.

Upload any additional or supporting documents below and provide a short description of each file:	
<i>More uploads fields will appear upon page-Save. Uploaded files are limited to a maximum file size of 25 Megabytes (Mb) per page save.</i>	
<u>Supporting Uploads</u>	<u>File Description</u>
<input type="button" value="Browse..."/> <input type="checkbox"/> DELETE 8400665 8068413-02 LocalGovRes.pdf <input type="button" value="Browse..."/>	<input type="text" value="Extra Doc A"/> <input type="text"/>

- c) In the narrative field, enter more detailed notes about the supplemental and supporting documents you have attached.

Provide any detailed notes concerning the attached Progress Report and Additional or Supporting Documents:
<div></div>
0 of 2000

##### 5) Progress Report - Certify and Submit

In this last section, enter the name, title, email address, and phone number of the contact person for this Progress Report.

If CSBG program staff have any questions about the Progress Report, this is the person who will be contacted.

PROGRESS REPORT - CERTIFY AND SUBMIT	
I hereby certify that, to the best of my knowledge, the information in this document complete, and in compliance with the terms of the Award Agreement.	
Contact Name:	<input type="text"/> *
Contact Title:	<input type="text"/> *
Contact Email:	<input type="text"/> *
Contact Phone #:	<input type="text"/> *



## Submitting the Report

### A. Prior to submission, check that there are no page errors.

Prior to submission, all required fields must be completed with no page errors present. Look to the application's "Forms Menu" page or the "Navigation Links" at the bottom of each application page. If the icon looks like an orange stop-sign with a white hand, that is an indication of a page error that must be corrected.

If an error is found, revisit that page and make the corrections as instructed by the error message.

Once an error is corrected and the page has been re-saved, a properly completed page will show a green traffic signal icon with this confirmation message.





**IMPORTANT:** Be sure to save all the information entered and uploaded **BEFORE** submitting your report. Otherwise, the information will be lost, and you will have to repeat all of the steps above.

### B. Click the green Submit Report button.

To submit the Progress Report, click the green "Click Here to Submit or Cancel this Report" button, after you have saved your progress.

### C. Status Change

To complete the submission of the Progress Report, click the grey "Confirm the Submission of this Report" button on the Status Options Page.

Forms			
Status	Page Name	Note	Created By
Training Documents			
	<a href="#">Progress Report Training</a>		
Print Version			
	<a href="#">Progress Report - Print Version (PDF)</a>		
Quarterly Report Forms			
	<a href="#">Progress Report</a>		Dr. Bryan Test- Authorized Official Jr. 3/25/2020 4:50:50 PM
	<a href="#">Status Change</a>		



Your information has been saved and the following Page Error(s) have been found.

- Please provide all of the following: Contact Name, Contact Title, Contact Email, Contact Phone



Page Information

The information has been saved.

CLICK HERE TO SUBMIT OR CANCEL THIS REPORT

Possible Statuses

PROGRESS REPORT SUBMITTED

CONFIRM THE SUBMISSION OF THIS REPORT



#### D. On-Screen Confirmation

When the Progress Report has been submitted successfully, the main page will re-load and the status will now read as “Progress Report in Review”.

Document Information: [CSBG-ND-2020-CDSTO-00003-PR-2020-03](#)  
Parent Information: [CSBG-ND-2020-CDSTO-00003](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status
Community Development and Services Progress Report	<a href="#">The Holtzapple CDS Test Organization</a>	Authorized Official	<b>Progress Report in Review</b>	

**View, Edit and Complete Forms**  
Select the **View Forms** button below to view, edit, and complete forms.  
**VIEW FORMS**

If a page error is found, the Report will not be submitted and an error screen will be shown, with a link to the page where the error was found. After correcting the page errors, follow the submission steps again.

**Global Errors**

Document Information: [CSBG-ND-2020-CDSTO-00003-PR-2020-03](#)  
[Details](#)

Please provide a Contact Phone Number  
; [Progress Report](#)

#### E. Email Confirmation

Upon successful submission, a system email will be sent to the email address on your account as a second form of confirmation.

Progress Report # CSBG-ND-2020-CDSTO-00003-PR-2020-03 - Submitted

Websites@agatesoftware.com 9:19 AM (1 minute ago) ☆

to me ▾

Thank you for submitting a Progress Report for "Bryan 2020 Test Name 1".

Reply Forward

#### F. Confirmation of Approval

When CSBG program staff receives a Progress Report, the form is reviewed and approved. When the review steps are completed, an email notification is sent to the Awardee to confirm the approval.

Progress Report # CSBG-ND-2020-CDSTO-00003-PR-2020-03 - Approved

Websites@agatesoftware.com 8:20 AM (0 minutes ago) ☆

to me ▾

The Progress Report submitted for the "Bryan 2020 Test Name 1" has been approved.

Reply Forward

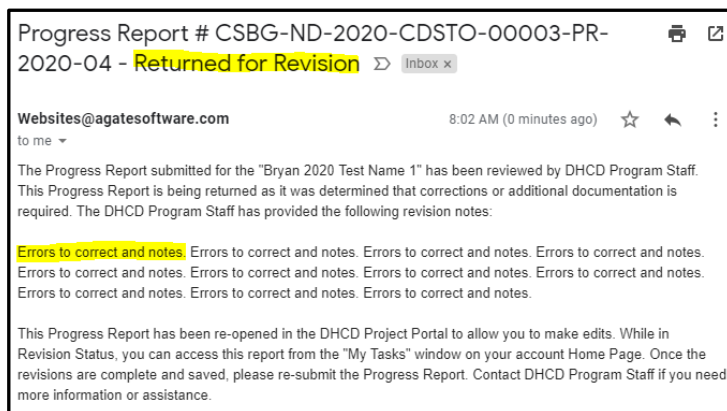


## Revising a Progress Report

While the Progress Report is “In Review,” CSBG program staff may return the Progress Report for edits or additional information or documentation. If the DHCD program staff returns the Progress Report for revisions, a system email message will be sent, and the following steps should be followed.

### A. Review the “Returned” system email

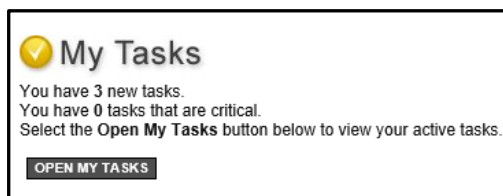
This email serves as an alert that the Progress Report needs revisions.



### B. Access the Progress Report Record

While a Progress Report is in the “Revision In Process” status, the Report record can be located and accessed from the “My Tasks” window of the account Home Page.

1. Click the “Open My Tasks” button to view any items currently in the process



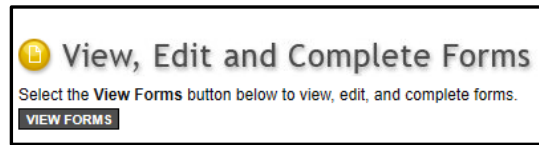
2. Click on the “Name” (ID) of the Progress Report to re-open the form.

Info	Document Type	Organization	Name	Current Status
	Community Development and Services Progress Report	<a href="#">CITC Training - Test Organization</a>	<a href="#">OAG-MIP-2020-CITC-00007-PR-2020-03</a>	Progress Report Revision in Process
	Community Development and Services Progress Report	<a href="#">The Holtzaple CDS Test Organization</a>	<a href="#">CSBG-ND-2020-CDSTO-00003-PR-2020-04</a>	Progress Report Revision in Process
	Community Development and Services RFP	<a href="#">The Holtzaple CDS Test Organization</a>	<a href="#">CSBG-ND-2020-CDSTO-00003-RFP-003</a>	Request for Payment in Process



### C. Revise the Progress Report

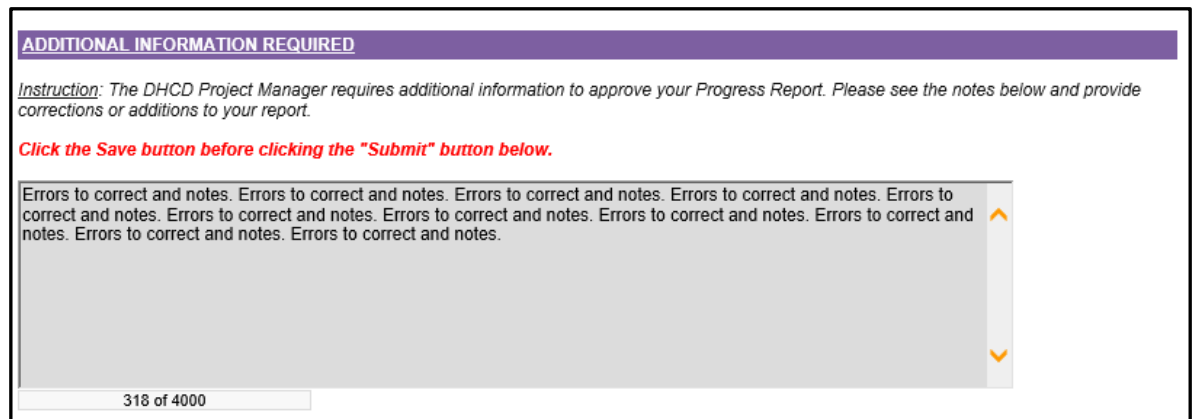
1. Click the “View Forms” button to re-enter the Progress Report record.



2. Click the Progress Report Form page link.



3. Scroll to the bottom of the page to view the notes provided by CSBG program staff, detailing the revisions needed. Contact the program staff if you need more information or direction.



**IMPORTANT:** Be sure to save all the information entered and uploaded **BEFORE** submitting your report. Otherwise, the information will be lost, and you will have to repeat all the steps above.

### D. Re-Submit the Progress Report

When all requested revisions are completed and saved. Scroll down to the bottom of the screen, below the “Additional Information required” notes, and click the green “Submit” button.



**NOTE:** Save the revised report information BEFORE clicking Submit.



### E. Status Change

To complete the submission of the Revised Progress Report, click the grey “Confirm the Re-Submission of this Report” button on the Status Options Page.

**Possible Statuses**  
**PROGRESS REPORT REVISIONS SUBMITTED**  
**CONFIRM THE RE-SUBMISSION OF THIS REPORT**

### F. On-Screen Confirmation

When the application has been submitted successfully, the main page of the application will re-load and the status will now read as “Progress Report Revisions in Review”.

Community Development and Services Progress Report Menu

Document Information: [CSBG-ND-2020-CDSTO-00003-PR-2020-04](#)  
Parent Information: [CSBG-ND-2020-CDSTO-00003](#)  
[Details](#)

Info	Document Type	Organization	Role	Current Status	Period Date
	Community Development and Services Progress Report	<a href="#">The Holtzapfel CDS Test Organization</a>	Authorized Official	Progress Report Revisions in Review	N/A - N/A

**View, Edit and Complete Forms**  
Select the **View Forms** button below to view, edit, and complete forms.  
**VIEW FORMS**

If a page error is found, the Progress Report will not be submitted and an error screen will be shown, with a link to the page where the error was found. After correcting the page errors, follow the submission steps again.

[Back](#)

**Global Errors**

Document Information: [CSBG-ND-2020-CDSTO-00003-PR-2020-03](#)  
[Details](#)

Please provide a Contact Phone Number  
[Progress Report](#)

### G. Email Confirmation

Upon successful submission, a system email will be sent to the email address on your account as a second form of receipt and confirmation.

Progress Report # CSBG-ND-2020-CDSTO-00003-PR-2020-03 - Revisions Submitted

Websites@agatesoftware.com 8:15 AM (1 minute ago) ☆ ↶ ⋮  
to me ▾

Thank you for submitting the revisions to the Progress Report for the "Bryan 2020 Test Name 1". The revised report will be reviewed by your DHCD Program Staff.

Reply Forward